



جامعة دبي  
UNIVERSITY of DUBAI

# University of Dubai Code of Conduct

**2023 – 2024**

**May 2023**

## Table of Contents

<b>1. About the University of Dubai</b> .....	<b>3</b>
1.1 UD Vision Mission and Goals .....	3
A. Vision Statement .....	3
B. Mission Statement .....	3
C. Strategic Goals (DRAFT) .....	3
D. Our Values .....	5
E. Academic Freedom .....	5
<b>2. UD General Code of Conduct and Ethics</b> .....	<b>6</b>
2.1 Introduction .....	6
2.2 General Code of Conduct .....	6
2.3 Code of Ethics .....	6
<b>3. Student Rights and Responsibilities</b> .....	<b>9</b>
3.1 Student Rights .....	9
3.2 Student Responsibilities .....	11
<b>4. Student Academic and Non-Academic Misconduct</b> .....	<b>12</b>
4.1 Student Behavior .....	12
4.2 Non-Academic Misconduct .....	12
4.3 Student Academic Integrity .....	16
4.4 Student Academic Misconduct .....	16
<b>5. Disciplinary Actions &amp; REPEAT OFFENSES</b> .....	<b>18</b>
5.1 Disciplinary Actions .....	18
5.2 Repeat Offenses .....	20
<b>6. Library Code of Conduct</b> .....	<b>20</b>
<b>7. IT Resources Code of Conduct</b> .....	<b>20</b>

## 1. About the University of Dubai

The University of Dubai (UD) was established in 1997 by the Dubai Chamber of Commerce and Industry to address the skills and qualifications gap in the workforce and to support the government's Emiratization initiative through human resource development programs in both public and private sectors. The year 2001 was a turning point in the history of the University, recognized then as Dubai University College, when the Ministry of Higher Education and Scientific Research accredited the Bachelor of Business Administration (BBA) and the Bachelor of Science (BS) in Computing & Information Systems degree programs.

In June 2006, H.H. Sheikh Mohammed bin Rashid Al Maktoum, Vice-President and Prime Minister of the UAE and the Ruler of Dubai, approved the name change from Dubai University College to University of Dubai (UD). This name change indicates the strategic importance given to the university by the Ruler of Dubai, and underlines the university's mandate to promote quality tertiary education in both Dubai and the UAE in general.

UD provides an intellectually challenging, culturally rich learning environment. UD encourages all students to take advantage of the outstanding educational and career opportunities provided to students from a diverse range of ethnic, socioeconomic, experiential and geographical backgrounds. UD offers undergraduate, graduate and postgraduate programs of superior quality delivered by professionally active faculty members with extensive experience who are committed to promoting academic excellence.

### 1.1 UD Vision Mission and Goals

#### A. Vision Statement

To be a world-class institution in education, research and innovation for the betterment and prosperity of the people in the region.

#### B. Mission Statement

Realizing our vision will require us to:

- To serve the educational needs of diverse undergraduates, postgraduates and professionals.
- To provide education based on national and **international standards**.
- To promote a stimulating and innovative educational environment.
- To produce high caliber graduates and prepare future leaders
- To engage faculty in quality fundamental and applied research.
- To contribute to the environmental, societal and economic sustainable development of the region.

#### C. Strategic Goals (DRAFT)

##### Goal 1: People

- 1.1 Be a place where people can progress in their careers.
- 1.2 Be a University promoting positivity, creativity and happiness to all students, faculty, staff and all stakeholders.
- 1.3 Be a place committed to tolerance, diversity and equality.
- 1.4 Be a place promoting physical, financial and environmental sustainability.

##### Goal 2: Education and Learning

- 2.1 Be among the top providers on Universities in the UAE.
- 2.2 Be a student centric institution fostering and maintaining effective and quality education.
- 2.3 Be the destination of choice for students.
- 2.4 Be the place for developing the skill sand competencies required by the job market.

- 2.5 Be the place for lifelong learning.
- 2.6 Be the place for innovative education.
- 2.7 Be the place for ethical education.

**Goal 3: Research**

- 3.1 Be among the top research universities in the UAE.
- 3.2 Be a place for impactful research that serves the Dubai economy.
- 3.3 Be a place for finding solutions to problems and challenges in the region.
- 3.4 Be the place that attracts top national and international researchers.

**Goal 4: Support Services**

- 4.1 Be a provider of efficient and effective administrative services.
- 4.2 Be a provider of a friendly and inclusive student experience from admission through graduation.
- 4.3 Be a destination of choice for staff.
- 4.4 Be a place which retains talented staff.
- 4.5 Be the place where sustainability is integrated into the operations of the University.
- 4.6 Be a place promoting employees well-being and engagement.

**Goal 5: Community and Industry Engagement**

- 5.1 Be a socially responsible academic partner.
- 5.2 Be the destination of choice by public and private organizations for partnerships and collaboration in human capital development and research.
- 5.3 Be the strategic partner for knowledge dissemination and exchange to the local community and industry.
- 5.4 Be a place for addressing community and industrial challenges.

**Goal 6: Accreditations, Professional Societies and Rankings**

- 6.1 Be a recognized and accredited institution?
- 6.2 Be a university with strong links to international professional bodies.
- 6.3 Be among the top universities in the UAE.

**Goal 7: Entrepreneurship and Innovation**

- 7.1 Be the entrepreneurial university in Dubai.
- 7.2 Be a place to promote, support and create start-ups.
- 7.3 Be a leading innovation center in Dubai.
- 7.4 Be a place for attracting and developing talents.

**Goal 8: International Collaborations**

- 8.1 Be a place that attracts collaboration with international universities.
- 8.2 Be a place of choice by international visiting students and faculty.

**Goal 9: Information Technology**

- 9.1 Be a smart learning university.
- 9.2 Be a university that pursues a range of transformational digital activities in teaching, learning, research and operations.
- 9.3 Be a university that promotes and adopts innovative future technological trends.

**Goal 10: Financial Resources**

- 10.1 To maintain being a financially sustainable university.
- 10.2 To diversify financial resources.
- 10.3 To attract funding/investment to facilitate the University's growth.

## D. Our Values

1. **Integrity:** We act with integrity in accordance with the highest academic, professional, and ethical standards.
2. **Tolerance:** We respect and honor the dignity of each person, embrace civil discourse, and foster a diverse, inclusive, and safe community.
3. **Responsibility:** We act responsibly and hold ourselves accountable for our decisions, actions, and their consequences.
4. **Discovery:** Through advanced research and scholarship, we seek and create new knowledge and understanding, and foster creativity and innovation, for the benefit of the society.
5. **Excellence:** We strive for excellence in all of our endeavors.
6. **Social Commitment:** We work together for the betterment of our University and the communities we serve.
7. **Agility:** We maintain a future-oriented, global and resilient mindset to meet the evolving needs of the market.

## E. Academic Freedom

Academic freedom at the University of Dubai is based on the following:

- To create an environment that fosters the free flow of information and ideas that exposes students to a wide range of unrestricted viewpoints
- To respect the principles of the Islamic faith and the national values of the United Arab Emirates

UD fully supports both of these philosophies and makes every effort to balance all values in cases where conflicts arise. An important and widely accepted reference is Article 19 of the United Nations Universal Declaration on Human Rights (1948):

*"Everyone has the right to freedom of opinion and expression; this right includes freedom to hold opinions without interference and to seek, receive, and impart information and ideas through any media and regardless of frontiers."*

Values associated with the free flow of information are asserted, for example, by access to the Internet at the University, which is free of restrictions imposed nationally for the general public. Additionally, UD has no restrictions on the acquisition of academically appropriate materials for the library.

Students should be made aware that pursuing higher education could, at times, challenge their traditional or conventional attitudes. There is a possibility that they may be exposed to ideas or images that are different than their own personal values.

The goal of the University is never to alter any beliefs or values. Instead, it strives to produce globally aware and socially responsible graduates who are capable of independent critical thinking and judgment, who respect and understand diverse points of view, and tolerate perspectives that are different than their own (as the scriptures of Islam and other faiths encourage). Sensitivity to the local culture of the UAE must also be taken into consideration and respected.

The University has a commitment to academic freedom within the context of the culture and laws of the UAE. This cultural and legal environment is characterized by the necessity to be respectful of Islam and all social groups, as well. UAE laws prohibit publishing materials or conducting any public discussion that cause hatred or disrespect to Islam, the national laws, or the basic governance

system of the nation. These Federal laws also prohibit publishing anything that advocates violating the law or disrespecting the beliefs of others. It is illegal to publish any item that supports criminal activity or hatred among any community within the UAE society.

## 2. UD General Code of Conduct and Ethics

### 2.1 Introduction

There are expectations for the behavior of UD community members. The UD community comprises of all UD staff, faculty, and students. All are individually and collectively responsible for any behavior and fully accountable for any action.

UD is a multi-cultural community comprised of people with diverse identities, backgrounds and beliefs. All members are committed to learning from one another in an atmosphere of positive engagement and mutual respect. This commitment is central to the campus life at UD whether in classes, programs, workplace, or everyday interactions with one another.

Each UD member must take responsibility for own learning and awareness about multi- culture, ethics, conduct, character, and values. No one has the right to malign another person based on race, gender, age, religion, nationality, disability or any other personal attribute. Any violations including verbal or written abuse, threats, harassment, intimidation or violence against any member or group will not be tolerated. To promote a healthy community, each person at UD should take the responsibility to identify and speak out against such behavior if it occurs.

The following sections describe the UD General Code of Conduct and ethics that all UD community members shall follow uniformly during their association with UD.

### 2.2 General Code of Conduct

All members of the UD community shall exert utmost efforts to ensure:

- Respect for the individual and commitment to equal opportunity in a diverse society.
- UD organizational interests exceed our individual interests and differences.
- Individual rights and privileges are to be exercised responsibly.
- The conviction that no one is above the law.
- Respect for the view of others.
- Responsibility and accountability for one's actions.

### 2.3 Code of Ethics

The purpose of the UD Code of Ethics is to set standards for the conduct of members of UD community. It does not prescribe rules as to how members should act in all situations. Specific application of the code must take into account the context in which it is being considered.

#### A. Responsibility

This involves knowing the difference between choices and outcomes; evaluating short versus long-term consequences and accepting those consequences without justifying actions or blaming others to escape disciplinary actions and/or accountability. To act responsibly, one should:

- Distinguish between choices and outcomes. "Right and Wrong" concern choices - reflecting one's values - over which an individual has much control. "Good and bad" concern outcomes - reflecting events set into motion by choices - over which an individual has little control.
- Resist short-term consequences associated with temptation, greed, ego, ambition, pride or some other unearned power or achievement. Such choices

usually provide quick-relief of personal and/or professional problems - at the expense of others.

- Foresee long-term consequences associated with one's actions or decisions. Such choices usually are in the best interests of community and help an individual resist unethical actions or quick-fix decisions.

To embrace responsibility, a person has to:

- Reflect on one's choices or intended actions before setting them into motion.
- Choose the most ethical course of action that causes the least harm to others and/or community - proceeding with, postponing, or rejecting a decision.
- Assume responsibility for that choice - whether the outcome is good or bad.

In this background, staff and faculty members of the UD community have a responsibility to:

- Maintain high standards of academic and professional conduct.
- Resist pressures (personal, social, organizational, financial, and political) to use own influence inappropriately.
- Seek appropriate guidance and direction when faced with ethical dilemmas.
- Accurately represent own areas of competence, education, training and experience.
- Recognize the limits of own expertise and confine oneself to performing duties properly that they are educated, trained and qualified for, or otherwise, making referrals when situations are outside own areas of competence.
- Be informed of current developments in own fields, and ensure continuing self-development and enhancement of expertise.
- Stay knowledgeable about differences in cultural and value orientations.
- Identify and provide appropriate referrals for students/staff who experience unusual levels of emotional difficulty.
- Provide other community members with information, orientation, and support services needed to facilitate adaptation to a new educational and cultural environment.
- Maintain confidentiality of private UD information accessed/disclosed during the course of work at the University.
- Avoid defaming UD or its members: The employee shall not, during the course of the his/her employment at UD, nor at any time thereafter, directly or indirectly, in public or private, in any manner or in any medium whatsoever, deprecate, impugn or otherwise make any comments, writings, remarks or other expressions that would, or could be construed to, defame the University, its reputation or any of its members. Nor shall the employee assist any other person, firm or company in so doing.
- Respect the values and laws of the UAE

## **B. Fairness**

Fairness is associated with:

- Respect for the individual and commitment to equal opportunity in a diverse society.
- Support for the freedoms of religion, of the press, of speech, and of the right to assemble.
- Belief that individual rights and privileges are to be exercised responsibly, especially with respect to others.
- Conviction that no one is above the law.

To resolve differences fairly with another person or group, one should:

- Consider all viewpoints in an attempt to be impartial; evaluating how one's

actions might affect one's self and/or other parties.

- Seek advice from impartial mentors or experts and, if appropriate, common bonds with perceived adversaries.
- Evaluate the impact and consequences of one's action and/or decision, making proper adjustments to prepare for the next encounter.

To practice fairness, one should:

- Accept truth as one finds it, even if that truth goes against everything that one has hitherto believed; peer pressure or self-denial cannot stand in the way of such acceptance.
- Acknowledge, openly and freely, when one has been mistaken, tempted or biased; pride or ambition cannot stand in the way of such disclosures.
- Admit whether one has pre-conceived notions concerning an issue or a dispute; desire for or anger over outcomes cannot stand in the way of conflict-resolution.

In this background, students, staff and faculty members of UD community shall:

- Not discriminate with regard to race, color, nationality, ethnicity, gender, marital status, age, or disability.
- Demonstrate awareness of, sensitivity to, and respect for other educational systems, values, beliefs, and cultures.
- Not exploit, threaten, coerce or harass others.
- Maintain confidentiality, integrity, and security of records and communications.
- Respond to inquiries fairly, equitably, and professionally.
- Provide accurate, complete, current and unbiased information.
- Refrain from becoming involved in personal relationships with students.
- Accept only gifts that are of nominal value (less than 500aed) and that do not seem intended to influence academic and administrative decisions, while remaining sensitive to the varying significance and implications of gifts in different cultures.

### **C. Civility**

Civility is an ethical conduct and discourse that honors others' viewpoints and solves problems without creating greater ones. Civility is associated with:

- Respect for the views of others.
- Responsible exercising of individual rights and privileges especially with respect to others
- Belief that common interests exceed our individual differences.
- Esteem for the individual and commitment to equal opportunity in a diverse society.

A civil person aspires to:

- Solve problems regardless of own benefit but for the benefit of the community.
- Use appropriate but penetrating discourse, even when others are inappropriate.
- Do the necessary analysis before judging others' work or person rather than relying on summary judgment.
- Solve problems via values of fairness, responsibility, and discretion (rather than through manipulation, deceit, and personal attack).
- Embrace a shared set of values that analyzes or honors all viewpoints - even ones with which he or she disagrees - in pursuit of a higher and communal cause.

In this background, UD community members shall:



- Show respect for the diversity of viewpoints among colleagues.
- Refrain from unjustified or unseemly criticism of fellow members, other programs, and other organizations.
- Use their office and title only for the purpose of conduct of official business.
- Uphold agreements when participating in joint activities and give due credit to partners for their contributions.
- Recruit individuals, who are qualified to offer the instruction or service promised, train and supervise them responsibly, and ensure by means of regular evaluation that they are performing acceptably.
- Encourage and support participation in professional development activities.
- Provide appropriate orientation, materials, and on-going guidance for participants.
- Take appropriate steps to enhance the safety and security of participants.
- Provide accurate, complete, current and unbiased information.

### 3. Student Rights and Responsibilities

At the University of Dubai (UD), the educational process is a collaborative venture between the university as the education provider and students as the recognized beneficiaries. Without the intentional engagement of students, little, if any, learning will take place.

#### 3.1 Student Rights

##### A. Freedom of Expression

- **Freedom of Speech**

This includes the right to express or disseminate information and ideas, as well as the right to seek, receive and impart information and ideas. The University highly praises the rights of freedom of speech, expression, petition or appeal, and promotes a balanced and respectful debate. With this privilege, comes a responsibility on the part of students to refrain from any debate that may cause or promote hatred, bigotry, discrimination, harassment, distress to any of the University community members and University visitors. In addition, students must respect the laws and conventions of the UAE and Islamic values.

- **Free Speech in Cyberspace**

Students have the right to express themselves in technology platforms and social media such as email, blogs, creating webpages or hosting a chat room. These platforms, however, must be regulated by the University to ensure that no abuse or profane language is used.

- **Dress Code**

Students have the right to dress as they wish as long as they conform to the standards stipulated by the dress code of the University of Dubai.

Inappropriate clothing includes:

1. Revealing clothes that expose the student's back, shoulders, chest, stomach, navel or cleavage.
2. See-through clothing, or those intended to be worn as undergarments that reveal any body parts or give the same impression.
3. T-shirts that carry inappropriate, provocative or offensive phrases, slogans, words or pictures
4. Tops with spaghetti straps, sleeveless tops, tube blouses, halter tops or muscle shirts.
5. Dresses, shorts, skirts or other attire that is above the knee.
6. Apparel with revealing holes, rips or tears that are revealing.

##### **General Provisions**

If a student violates the guidelines stated in this policy, the UD faculty or staff have the right to send the student home to change his/her outfit. In such a case, the student will be considered

absent.

If the student continues to violate the UD dress code guidelines set in this policy considering earlier advice by the UD faculty/staff or security, the student may be subject to disciplinary action. (See policy 6.11)

**B. Freedom of Religion**

Students have the right to practice their religion individually so long it does not disrupt educational activities or interfere with the rights of others.

**C. Student Clubs**

Students have the right to form clubs and organizations that may academic or non- academic in nature, but which promote camaraderie and congeniality among the members. The formation of clubs and organizations is regulated by the Department of Student Services.

**D. Learning Environment**

Students are entitled to have access to faculty offices (during office hours), classrooms, laboratories, the library, all types of available academic technology, as well as open presentations, and other resources necessary for the learning process.

**E. Equal Protection and no Discrimination**

All students have the right to equal protection. This means students have the right to be free from discrimination at UD. No student may be denied an equal educational opportunity or discriminated against because of:

- Race
- National origin
- Religion
- Color
- Gender
- Economic status
- Physical, intellectual or sensory handicap
- **Harassment**  
Harassment on the basis of gender, race, color, national origin, disability or religion is a type of discrimination and is prohibited. Students must report any form of harassment immediately to the Department of Student Services for immediate action. Harassment can come in various forms, including:
  - Assaults or unwanted touching
  - Theft or vandalism
  - Threats of bodily injury
  - Unwanted sexual advances
  - Derogatory comments, slurs, or gestures
- **Right to Privacy**  
Students have the right to have their academic and medical records kept confidential. UD is not permitted to share any of this information unless a prior written consent is given by the student.

**F. Searches on Campus and Law Enforcement**

• **Searches on Campus**

Different rules apply when a student is on campus, and the rules are different depending on who is doing the searching – university officials or law enforcement personnel.

A search by a UD official is considered reasonable as long as the official has a **reasonable suspicion** that the search might uncover evidence that a student has violated a university rule.

To conduct a search, a police officer requires a search warrant. Students have the right not to give their consent for a search, however, the primary objective of reaching a resolution must be the utmost consideration when deciding whether to cooperate or not.

- **Drugs**

Using and bringing drugs on campus is prohibited. Students have the right to report any suspicious activity to UD management for their own safety and security and for that of others.

**G. Students' Records: Privacy and Access**

Students have the right to privacy and are allowed access to their academic and personal reports and records, such as academic grades, disciplinary actions, attendance records, test scores and health records. In certain cases, UD may disclose students' records without prior consent to third parties such as:

- School officials who have "legitimate educational interests"
- Legal authorities in compliance with a court order
- Financial aid providers who have requested financial records
- Accreditation bodies
- Potential employers

**H. The Right to Education**

Students have the freedom to study subjects that concern them and to form conclusions for themselves and express their opinions.

**I. Class Attendance**

The student has the right to be informed about the UD attendance policy and how to follow up on his attendance status on a regular basis.

**J. Disciplinary and Grievance Procedures**

Each student subject to disciplinary action arising from violations of the UD Code of Conduct is assured a fundamentally fair process.

Students are obliged to respect and obey UD rules and policies while on campus or when representing UD in the community. UD respects all students' fundamental rights, including the rights to free speech and freedom of religion.

- Before UD can expel or discipline a student for violating its rules, the student has the right to "due process," or fair procedures. This means, except in emergencies/extenuating circumstances, before a student is excluded from class, suspended or expelled, a student has the right to know what he/she is accused of doing and what rule he/she is accused of breaking.
- A student also has the right to an opportunity to tell his/her side of the story. When the disciplinary actions are more severe, such as a long-term suspension or expulsion, a student has the right to a more formal hearing process where he/she can present his/her case and challenge the disciplinary actions UD wants to impose.

### 3.2 Student Responsibilities

Along with rights come certain responsibilities, academic and non-academic integrity are essential part of student responsibilities.

**A. Academic Responsibilities**

1. Students play an important active role in the creation of a high-quality education environment. They cannot be passive, nor can their participation be superficial.
2. The outcomes of the learning process in the form of projects, assignments, papers, presentations, examinations and other demonstrations of learning should show clear

evidence of significant student engagement.

3. In-depth learning requires performance over time and continued accumulation of knowledge and skills. Short-term experiences and engagement with the subject matter should not make up the whole of students' experiences.
4. Students need to acknowledge their responsibilities to their fellow students by actively participating in group learning experiences.
5. Internship Code of Conduct is set to address the issues and concerns regarding the interns' behavior and attitude during their internship program. Interns are expected to act in a professional manner at all times and must abide by the rules, policies, and procedures of the University of Dubai, the host company, and the city/country of work placement. Failure to adhere to the stipulations in the UD Code of Conduct shall result in either, revoking one's internship and/or academic suspension or probation.
6. Students who are in Internship Exchange are expected to maintain the highest standards of professional conduct and integrity, in addition to complying with all university policies and procedures.
7. Students who fail to shoulder the above responsibilities and take up challenging tasks are considered inappropriate for the purpose of fulfilling the course learning objectives.

#### **B. Non-academic Responsibilities**

1. Students at UD are expected to act consistently with the values and ethics of the university community and to obey local and federal laws of the country.
2. Students are responsible for exercising their freedom with honesty, integrity, and respect for the principles of justice, equality, and human rights.
3. Every student is responsible for abiding by all UD policies.
4. Every student is responsible for contributing to making / maintaining UD community safe and respectful.
5. Students are expected to be individually responsible for their actions whether acting individually or in a group. UD considers that students have an obligation to make legal and responsible decisions concerning their conduct, to serve as model and convey UD's expectations of conduct to external guests.
6. Every student is responsible to learn and obey all health and safety procedures outlined for classrooms, laboratories and off campus activities.
7. Students are responsible for activating their UD email accounts and to read emails directed to their UD email accounts, and for the responsible use of available on-campus technology.

## 4. Student Academic and Non-Academic Misconduct

### 4.1 Student Behavior

The UD Code of Conduct lays forward those acts and violations that constitute unacceptable conduct for students of the University of Dubai (UD). The University expects its students to be self-disciplined in both their approach to studying and in their general conduct and behavior. Allegations that students have failed to comply with the principles of conduct in the Student Disciplinary Policy (S 6.11) may result in the University taking action under the Student Disciplinary Actions and/or such other University disciplinary actions, as listed below, as it considers reasonable and appropriate.

### 4.2 Non-Academic Misconduct

Non-academic misconduct includes classroom misconduct, lab misconduct, library misconduct

and other forms of misconduct.

#### A. Classroom Misconduct

Class Disturbance: For any act of class disturbance (use of phone, frequent use of bathroom, internet browsing, playing with electronic devices, talking, laughing, ...), the instructor may, if he/she sees it appropriate, to mark the "Class Disturbance" check box in CAMS and the system will automatically flag it as a warning. The second disturbance marked will cause a 5% deduction from the student's total grade. The third disturbance marked will lead to the dismissal of the student from the class with an "F" grade.

For any violent or highly irritating forms of disturbance, the instructor may expel the student from the class but not mark him absent. An immediate investigation of the case should be conducted unless the matter is resolved with the instructor prior to the start of investigation. Cases referred to the Student Investigation Committee will receive the appropriate disciplinary action as specified by the UD Code of Conduct.

Table 1: List of Violations & Disciplinary Actions

**Violation		Disciplinary Action(s) (Refer section 5)
1	Wasting class time arguing with instructor publicly about absences/warnings/late attendance.	A
2	Using mobile devices in class.	A
3	Leaving the classroom repeatedly for any reason.	A
4	Disturbing the class.	A
5	Eating or drinking in the classroom.	A
6	Addressing the instructor inappropriately.	A, B, C
7	Arriving more than 10 minutes late for class.	Absent
8	Arriving between 1-10 minutes late for class.	Late
9	Stalking/humiliating the instructor or any student in the class.	C, F

#### B. Lab & IT Misconduct

The scope of the UD Code of Conduct includes misuse of any computing facility (including computers, workstations and microcomputers, communication networks or peripheral units of any of these and any associated software and data), for any purpose.

**Violation		Disciplinary Action(s) (Refer to section 5)
1	Eating or drinking in laboratories.	A
2	Modifying or changing the integrity of computing equipment, communications network, systems software, or other stored information.	F
3	Damaging computing equipment belonging to the University of Dubai.	E, F
4	Introducing, deliberately, any virus-type programs or files by any route, including File Transfer Protocol (FTP).	E, F
5	Misusing the printer by printing unnecessary materials (e.g., web pages, large graphics) or printing multiple copies of documents.	A

<b>**Violation</b>		<b>Disciplinary Action(s) (Refer to section 5)</b>
6	Using computer facilities for inappropriate purposes. Such uses include, but are not limited to, game playing, chatting, accessing socially unacceptable material, personal advertising, storing non-academic material, use of peripherals or computing resources (e.g., printing) for private purposes.	A
7	Creating, storing, exchanging, displaying, printing, publicizing or circulating offensive, annoying or illegal material in any form. This includes blasphemous, abusive, libelous, sexist, racist and pornographic material.	F
8	Operating any equipment unsafely.	A
9	Accessing the University of Dubai network, or other computing facility provided by the university, when not authorized to do so.	F

### C. Library Misconduct

UD Library serves its community by providing high quality services, and a pleasant environment that is conducive to study and research. In order to accomplish this, all library visitors are requested to refrain from the following activities:

<b>**Violation</b>		<b>Disciplinary Action(s) (Refer to section 5)</b>
1	Mutilating Library materials or files by marking/underlining text.	A, E
2	Removing pages or portions of pages, removing binding or staples, or in any other way damaging or defacing Library materials.	A, E
3	Tampering with security/electronic devices.	A
4	Concealing or misfiling deliberately Library materials in the Library for the exclusive use of an individual or group.	A
5	Refusing to abide by the Library regulations regarding the return of materials and payment of fines and/or penalties. These would include penalties on lost or damaged items, and preventing the patron from using "circulation" services, until penalties are paid, or books returned.	E
6	Disturbing behavior which interferes with normal use of the Library. Such inappropriate behavior includes activities that are distracting or disruptive to others.	A
7	Consuming of food or beverages.	A
8	Accessing or using any Library facility, equipment or service without proper permission by authorized persons.	A
9	Damaging or defacement of Library equipment.	A, E
10	Removing or attempting to remove Library materials without authorization.	A
11	Violating the Copyright Law.	A

Visitors committing any IT related misconduct when using the Open Learning Resources of the library, will receive the appropriate disciplinary actions as specified in the table above.

### D. SIC Hearing Misconduct

<b>**Violation</b>		<b>Disciplinary Action(s) (Refer to section 5)</b>
1	Refusing to attend hearings.	A, F
2	Lying, refusing to answer questions, or acting rudely during the hearing.	A, F

3	Humiliating SIC members.	F
4	Stalking or threatening SIC members.	G

#### E. Exam Misconduct

<b>**Violation</b>		<b>Disciplinary Action(s) (Refer to section 5)</b>
1	Refusing to immediately adhere to the instructions received from the invigilators in the exam halls including change of seats.	A, C
2	Repeatedly refusing to adhere to the instructions received from the invigilators in the exam halls and thus disturbing the exam room.	C, F
3	Arguing repeatedly with invigilator (but not aggressive behavior)	A
4	Disturbing the exam room with loud shouting but no aggressive behavior.	C, F
5	Disturbing the exam room with an aggressive behavior / stalking	C, G

#### F. Other Types of Misconduct

<b>**Violation</b>		<b>Disciplinary Action(s) (Refer to section 5)</b>
1	Disrupting or disturbing academic, administrative, social and extra-curricular activities of the university whether on or off campus.	A
2	Interfering with the duties and obligations of any student and / or member of staff or any authorized visitor to the university in either an active or passive manner.	A
3	Engaging in verbal and /or non-verbal indecent behavior that is offensive to the institution and/or to the UAE culture.	F
4	Slandering or libeling the name of the university or otherwise bringing the university into disrepute.	F
5	Engaging in sexual harassment of a student or a staff member from the university or a visitor to the premises.	F
6	Engaging in racial harassment of any member from the university or a visitor to the premises.	F
7	Damaging and/or misusing the university or the Dubai Chamber of Commerce & Industry property and resources or the property of others including students and staff members, either deliberately or recklessly.	E, F
8	Smoking in non-designated areas of the university.	A
9	Annoying (shouting, screaming, irritating actions) other UD students/ staff/ faculty/ visitors.	A
10	Offering bribes (e.g., monetary remuneration, gifts, or favors) to any university representative in exchange for special consideration or waiver of procedures.	F
11	Threatening or using actual violence against other UD students/staff/ faculty/ visitors.	G
12	Stealing, embezzling, possessing, retaining, or disposing of any belongings or property owned or maintained by the University, another student, a person attending a University sponsored event, or any other person; or taking or using of any University owned or contracted service without right or permission.	E, F

### 4.3 Student Academic Integrity

The University of Dubai (UD) is keen to ensure a University culture characterized by intellectual and personal honesty, social integration, ethical behavior and respect for the rights of the individual. UD also expects its student to be self-disciplined in both their approach to studying and in their general conduct and behavior.

The UD Code of Conduct is designed to promote this culture at UD and hence sets out the standard of conduct expected of students. Students who violate these standards will be subjected to disciplinary actions, according to established penalties as stated below. This will help UD to protect the University community by maintaining order, discipline and stability on campus.

### 4.4 Student Academic Misconduct

Student Academic misconduct is an academic violation that covers but not limited to plagiarism, misrepresentation, fabrication, facilitation and cheating in exams.

Apart from exam cheating and plagiarism, the decision on whether or not to treat an academic misconduct as a violation of the UD Code Conduct, is at the discretion of the instructor.

- Plagiarism

UD has zero tolerance towards plagiarism. Every academic submission made by a student should be the work of his/her own or should be properly quoted, cited or acknowledged. The faculty have the right to make final decisions in regard to the students' grade considering student work integrity based on the criteria and the faculty awareness of the students' work level.

<b>**Violation</b>		<b>Disciplinary actions (Refer to section 5)</b>
<b>1.</b>	<p>Plagiarism refers to representing another person's words or ideas as one's own in any academic exercise.</p> <p>Turnitin distinguishes <u>similarity</u> as matching text and <u>plagiarism</u>. Turnitin system will compare the paper to any matching text in Turnitin databases and highlight accordingly – even if the text was properly referenced. As to, identifying substantial non-original material (citation, quotes, reference) it is the faculty member's duty to determine each student's paper as intentional plagiarism by referring to originality report in Turnitin (instead of blindly depending on similarity index).</p> <p>If such non-original material (citation, quotes, references) identified by the faculty member as plagiarized and /or has improper/lack of citation in student's work as in the origination report, then punitive action needs to be taken by the instructor.</p>	B, C, G
<b>2.</b>	Reproducing (without proper citation) any other form of work created by another person.	A, B, C
<b>3.</b>	<p>Using any type of AI (example: ChatGPT) to complete course work without proper citations</p> <p>Turnitin distinguishes the use of <u>AI</u>. The Turnitin system will compare the paper with a wide range of databases, articles, blogs and more – even if the text was properly referenced, as to, identify substantial non-original material (citation, quotes, reference). It is the faculty member's duty to determine each student's paper as intentional plagiarism.</p>	B, C, G



### A. Misrepresentation

<b>**Violation</b>		<b>Disciplinary Actions (Refer to section 5)</b>
1.	Taking credit for work not done, such as taking credit for a team assignment without participating or contributing to the extent expected.	A, B, C
2.	Multiple uses of a student's own work, such as presenting the same, or substantially the same written work (or portion thereof), as part of the course requirement for more than one project or course, without the prior written permission of the instructor(s) involved.	A, B, C

### B. Fabrication: Fabrication refers to falsifying or misusing data in any academic exercise.

<b>**Violation</b>		<b>Disciplinary Actions (Refer to section 5)</b>
1.	Falsifying data collected in the conduct of research.	A, B, C
2.	Making up or presenting falsified data in papers, manuscripts, books or other documents submitted for publication or as course or degree requirements.	A, B, C
3.	Making up a source as a citation in an assignment.	A, B, C
4.	Citing a source that the student did not use or <u>does not exist</u> .	A, B
5.	Falsifying material cited.	A, B, C
6.	Attempting to deceive the instructor by altering and resubmitting for additional credit, assignments that have previously been graded and returned.	A, B, C
7.	Falsifying, changing, or misusing academic records or any official University form regarding oneself or others.	E, F
8.	Failing to be fully cooperative and truthful if one has direct knowledge of an alleged violation of academic integrity.	E, F
9.	Making a false accusation regarding a violation of academic integrity or other.	F

### C. Facilitation

Facilitation refers to knowingly or intentionally assisting any person in the commission of an academic integrity violation.

<b>**Violation</b>		<b>Disciplinary Actions (Refer to section 5)</b>
1.	Giving another student one's assignment or paper (or a portion thereof) to copy.	A, B, C
2.	Giving another student answers to an assignment.	A, B, C
3.	Passing information or answers to another student in an exam (or assignment), or passing information on exam/quiz content to students from other sections of the same course.	A, B, C

### D. \*Exam Cheating

<b>**Violation</b>		<b>Disciplinary Actions (Refer to section 5)</b>
1.	Talking/ whispering during an exam; Communicating, or attempting to communicate, answers, hints or suggestions during an exam.	C, F
2.	Copying (or attempting to) from someone else's exam.	C, F
3.	Using or possessing unauthorized notes, supplemental notes, or other aids (such as an electronic device that contains unauthorized information), during an exam.	C, G

4.	Stealing, obtaining, possessing, or providing to another person (directly or through e-mail or Bluetooth or other device) an exam or portions of an exam, prior to or after administration of the exam.	C, G
5.	Attempting to steal, or soliciting an exam or answer key.	F
6.	Sharing answers or collaborating on a take-home exam without explicit permission from the instructor.	C, F
7.	Attempting to deceive the instructor by altering and resubmitting for additional credit tests, quizzes, or exams that have previously been graded and returned.	C, F
8.	Arranging for another student to substitute for oneself during an examination session or in the completion of course work.	C, G
9.	Accessing unauthorized computer folders/drives during an exam	C, F

**\*Exam cheating is considered a severe violation and automatic disciplinary actions will be given as indicated above. Cheating on midterm or final exam leads to automatic failure of course without the right to a SIC hearing. VPAA has the authority to convene an SIC to investigate any academic integrity violations, should there be a requirement for one.**

## 5. Disciplinary Actions & REPEAT OFFENSES

Student violations will be referred to the Student Investigation Committee (SIC) who will in turn recommend appropriate disciplinary actions to the President or Vice-President of Academic Affairs depending on the nature of the violation. A disciplinary action refers to a decision made by the SIC in response to any student action not in compliance with the UD Code of Conduct thus is considered as a violation.

Disciplinary actions should be proportionate to the nature, severity and regularity of the violation(s). These disciplinary actions may fall into one or more categories. **\*\*Violations can receive more than one disciplinary action by the SIC team, depending on the severity of the case and can include additional disciplinary actions than are cited here.**

Students with repeat offenses receive higher penalties.

\*Exam cheating is considered a severe violation and automatic disciplinary actions will be given as indicated in policy. Cheating on midterm or final exam leads to automatic failure of course without the right to a SIC hearing. VPAA has the authority to convene an SIC to investigate any academic integrity violations, should there be a requirement for one.

Any evidence related to the violation(s) must be kept with the SIC till the release of the SIC report (including cheat sheets ...). If a student manages to hide the instrument used for cheating, or the invigilator suspects there has been a possible violation but can't see the instrument used, then the invigilator has the right to privately frisk the suspected student. This may be done only in the presence of a witness and both have to be of the same gender as the student. For all such cases, a hearing must be held in order to hear all parties involved and to recommend disciplinary action, if deemed appropriate, according to the outlined UD procedures. An informal resolution may be achieved when the violation is minor and can be resolved between the respondent and a Faculty/Dean/Director.

### 5.1 Disciplinary Actions

#### A. Warning Letter

In the event that the violation is not likely to cause harm to another person in the UD community, a confidential warning letter is sent to the respondent concerned declaring him/her to be in breach of the UD Code of Conduct and demanding that he/she cease the prohibited behavior forthwith. The complainant shall be notified that the respondent has been warned, but that no public disclosure

shall be made. The complainant shall be advised that the initial decision is strictly confidential. A copy of the warning letter must be sent to the Chair of SIC for records and saved in the students file.

**B. Failing Assessment including Exam, Project or Assignment**

The respondent will fail the assessment and be given a zero as a mark.

**C. Failing a Course**

When the respondent repeatedly violates the classroom code of conduct of a certain course, he/she receives an "F" in the course and may not be allowed to attend classes for the rest of the semester. This disciplinary action is also appropriate when the student objects to the invigilator's instructions during an exam. Re-offence leads to 'Suspension (F)'.

**D. Failing a Semester**

The SIC committee may choose to fail the respondent in all courses currently registered in. This can also be the penalty even when 'Repeating a course'.

**E. Registration Hold**

The respondent may not register in any courses, or receive any transcripts or access any of his/her records until s/he clears up the reasons for which s/he received this disciplinary action. This is applicable when the student has outstanding payments for damage to UD property, or the respondent failed to attend the SIC hearings.

**F. Suspension**

The respondent is prevented from attending or registering in any courses at UD for one or more regular terms as deemed appropriate by the SIC committee after approval by the UD President. This is appropriate when verbal aggressiveness or similar offenses were committed against any member of the UD community, intentional damage was done to UD property or where defamation of the university has occurred.

**G. Expulsion**

The respondent is permanently barred from attending any courses or events at UD. This disciplinary action by the SIC (after approval by the UD President) is appropriate if:

- The violation is committed with malice and is of a kind likely to cause harm to another person in the UD community.
- The respondent has been suspended before.

**H. Removal of a Graduate Degree**

The disciplinary action is applied to graduate students when the Master thesis or the Ph.D. Dissertation is found to be plagiarized. In such a case, the master or doctoral degree will be removed from the student.

**I. Disciplinary Probation**

Disciplinary probation can be given to a respondent who previously received a disciplinary warning letter or committed any violation that led to any of the above disciplinary action, except "Registration Hold." The SIC committee may also recommend disciplinary probation for any other cases that it considers grave enough to deserve this disciplinary action. When a respondent is on disciplinary probation, s/he shall not represent the University in any capacity (sports teams, competitions, etc.), nor hold office in the UD Student Union or any other student organization.

**J. Restitution**

A payment for financial injury to an innocent party in cases involving theft, misappropriating, destruction of property or fraud. The evaluated costs to be paid may be in addition to receipt of any of the above disciplinary actions. The fees will be applied by the SIC or a designated office.

**K. Withholding Degree**

The university may withhold awarding degree otherwise earned until the completion of the process set forth in this Student Disciplinary policy, including the completion of all disciplinary actions imposed, if any.

**L. Deactivation**

Loss of all university privileges for Students Groups or Organizations including recognition and funding for related projects. In severe cases such as fraud, drugs' distribution or engagement in political activities, Student Group will be dissolved.

**M. Other Disciplinary Actions**

When deemed appropriate, other "educational disciplinary actions" may be imposed by the SIC in combination with any of the above-listed disciplinary actions. The respondent may be requested to participate in a community service project, attend a seminar, meet with the student counselor or undertake a research assignment, for example.

## 5.2 Repeat Offenses

**A. Failing a semester:** The second time a student receives this disciplinary action, she/he will get a suspension for one semester. Any courses taken outside during suspension will not be transferred at UD. The third time will lead to expulsion.

**B. Suspension:**

The second suspension will be for two semesters while the third will lead to expulsion.

**C. Disciplinary Probation**

The first offense during the disciplinary probation period will lead to a suspension for one semester. A second offense during the disciplinary probation leads to a second suspension for two semesters while any further violations will lead to expulsion.

## 6. Library Code of Conduct

- A. No user may mark, mutilate or annotate books, and any marking or damage found must be reported to the librarian at the time of check-out.
- B. Patrons shall be normally be responsible, in whole or in part, for any damage caused to library materials, equipment, furniture or the premises in general.
- C. The borrower is responsible for the material checked-out on his/her ID card.
- D. Library code of ethics and conducts. Students who do not abide by the library's code will face appropriate disciplinary actions.
- E. Patrons must comply with the provision of any relevant legislation, such as, laws relating to intellectual property rights, including copyright.
- F. Patrons must comply with the terms of any license agreement between the university and a third party, which governs photocopying, and the use of software and access to data.

## 7. IT Resources Code of Conduct

All the users of the IT facilities, whether accessed locally or through the internet, are governed by code of ethics:

- A. Users must not use IT facilities for games, chatting, downloading unacceptable material, storing non-academic material or any other personal material (such as personal advertising), creating, exchanging, displaying or publicizing offensive and libelous statements. Social and moral practices in the UAE must be observed by all users.
- B. No equipment may be removed from the University without prior written permission from

the administration.

- C. Users must take all precautions to avoid causing corruption of data in the system.
- D. Users must not deliberately modify or change the integrity of the online services and facilities of the University.
- E. Users must not remove or modify information stored in the system.
- F. It is the responsibility of users to ensure that they are computer literate and familiar with the IT equipment available.
- G. Users are responsible for charges incurred through the use of the IT facilities other than those offered by UD. These may include buying books from Amazon.com, or subscribing to e-journals and e-books, buying other goods electronically, sending faxes etc.
- H. The university disclaims any responsibility for loss of data, and/or its corruption due to malfunctioning of equipment, or power cuts while working etc.
- I. When downloading information from remote sites users must take all reasonable precautions not to infringe the copyright laws of the UAE.
- J. Any violation of this code of ethics will be dealt with in accordance with the UD disciplinary policy.



جامعة دبي  
UNIVERSITY of DUBAI

# Code of Conduct

2022 - 2023

Approved by President:	
Signature:	
Date:	22/05/2023